Submitting a Class Reservation Request   **FEB 2018**

YOU MUST HAVE AN eNTRS ACCOUNT and updated your student data prior to registering for a class. Please refer to the: "How to obtain an eNTRS account" and "How to update student data" guides.

Reservation Request Process:

1) Go to the CECOS website https://www.netc.navy.mil/centers/csfe/cecos/ Mouse over the "Courses" tab then select "Course Schedules"

2) Scroll through the page to find the course you are interested in attending. Click on the course title once you have located the course you want.

3) A list of available offerings of the course will appear, along with a course description. Please ensure you review the course prerequisites (if applicable). Once you have identified the offering you would like to attend, write down the offering's CDP, Start and End Dates, and Location.

4) Click the "Quota Request" button

5) You will be directed to a page to verify you have an eNTRS account. If YES, you will be redirected to the eNTRS site, if NO, you will be redirected to the account request site. See the "How to obtain an eNTRS account" guide.

6) If you clicked YES, use either your email or non-email certificate and the following will appear:
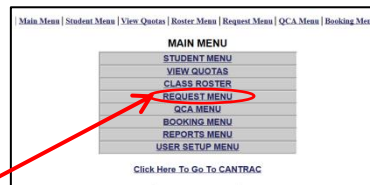
7) Select **Request Menu** from the eNTRS menu.

8) Enter the information you wrote down in step 3. For CDP enter the code. For the date, enter a date prior to the course start date in "CONVENE DATE BEGIN" and a date after the course start date in "CONVENE DATE END". Click the **Submit** button.
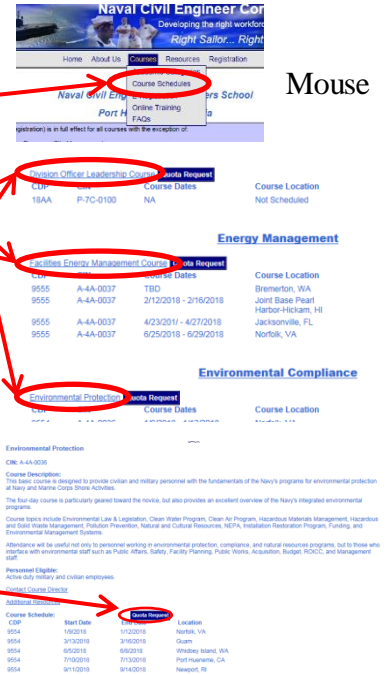
9) A list of courses with the CDP and a start date between the dates you just entered will appear. Check the box in the first column next to the offering you would like to attend, then enter your SSN or DODID. Do not change the Request Type (it should be Single Named Request). Click "Submit".

REQUEST CLASSES

CDP	2300		PIPELINE	NO
CIN	A-493-0081		NEC	0000
PRIMARY LOCATION	S NSCECO PT HUE		UIC	30645
COURSE NAME	(CDP) RCRA HAZ WASTE REV			

SELECT ONE	MORE CLASSES	SEQ/SECT	ALTERNATE LOCATION	CONVENE DATE	GRADUATE DATE	WAITLIST	AVAILABLE QUOTAS	CLASS LENGTH	DAYS TO CONVENE
☑		140-1	CA, LEMORE	01/19/18	01/19/18	0	12	0	9
	☐	160-1	FL, MAYPORT	01/23/18	01/23/18	3	30	0	13
	☐	180-1	FL, PENSACOLA	01/25/18	01/25/18	3	30	0	15
	☐	195-1	CA, SAN DIEGO	02/01/18	02/01/18	9	13	0	22
	☐	210-1	HI, KANEOHE	02/01/18	02/01/18	17	30	0	22
	☐	220-1	FL, MILTON	02/01/18	02/01/18	0	30	0	22
	☐	230-1	SC, BEAUFORT	02/08/18	02/08/18	2	30	0	29
	☐	235-1	FL, PANAMA CITY	02/13/18	02/13/18	0	30	0	34
	☐	240-1	MS, GULFPORT	02/15/18	02/15/18	1	30	0	36
	☐	250-1	MS, STENNIS SPACE CENTER	02/23/18	02/23/18	1	29	0	44
	☐	260-1	MS, MERIDIAN	03/01/18	03/01/18	1	30	0	50
	☐	270-1	MS, MERIDIAN	03/02/18	03/02/18	8	30	0	51
	☐	285-1	FL, MAYPORT	03/06/18	03/06/18	0	30	0	55
	☐	290-1	GA, KINGS BAY	03/28/18	03/28/18	1	30	0	77
	☐	300-1	CA, SAN DIEGO	04/05/18	04/05/18	7	30	0	85

Records 1 to 15

SSN/DOD ID	[ ] SEARCH...
REQUEST TYPE	Single Named Request ∨
	SUBMIT

10) The following screen will appear. In the "proxy email" field, enter the email address you would like course information sent to. You can enter an alternate email address in this field as well. If you enter two, separate them by a comma with no space (Example: joe.bob@navy.mil,trainingisfun@gmail.com). The comments block is optional. If the course has prerequisites, enter a statement in the prerequisites block that they have been met.

CREATE REQUEST

STUDENT INFO
DOD	■■■3594A	NAME	■■■
UIC	■■■	UIC NAME	CENSEABEESFACENG
GENDER	MALE	SCAT	USNARG
PGM	GEN	RATE	CU
SSRC	FLEET	PSS	ENLISTED
COUNTRY	UNITED STATES	PAYGRADE	MCPO/SGTMAJ/MGYSGT/CSM/SGM/CMI

CLASS/DYNQ INFO
| CDP | 2300 | COURSE NAME | (CDP) RCRA HAZ WASTE REV |
| PIPELINE | NO | | |

| SEQ/SECT | CONVENE DATE | GRADUATION DATE |
| 330-1 | 04/13/17 | 04/13/17 |

REQUEST INFO
PROXY EMAIL	[ ]
COMMENTS	[ ]
PREREQUISITES	[ ]
WAITLIST	SELECT WAITLIST ∨	PROCESS REQUEST

PREVIOUS PAGE

11) Change the "Waitlist" drop-down value to "YES". *All students will be placed on a waitlist within 5 days of the initial request. Once CECOS has confirmed a seat for you, your request will automatically be changed to Confirmed. At that point you will have a reservation and will receive a confirmation email from eNTRS (normally no later than 30 days prior to your class convene date).* Click "Process Request".

12) You are done! Your request will now be forwarded to the QCA and you can expect an automated email in 3-5 business days that you are waitlisted for the class from oracle@penu0000.cnet.navy.mil.

Checking Status Of or Cancelling a Class Reservation Request

1) Click the following link: https://app.prod.cetars.training.navy.mil/eNTRS/

2) Click "PROCEED TO LOGIN PAGE" when the welcome screen comes up

3) At the eNTRS Home Page, select "Request menu"
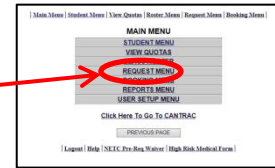
4) The following screen will appear. Enter your SSN or DOD ID in the SSN/DOD ID block, and click "Submit".

5) The following screen will appear with a list of courses you have submitted a request for. The STATUS column will show you the status of your request.
   - If it shows INITIAL, your request has not yet been processed by the registrars
   - If it shows "BOOKING CREATED (BKG: WAITLIST), the registrar has processed your request and added you to the waitlist.
   - If it shows CONFIRMED, you have a confirmed seat in the course.

6) Click "Update" to cancel your request.

7) The following screen will appear. Click "Cancel" to cancel your request.

No-name placeholder or Group Requests

Please contact the CECOS registrars for assistance with making these types of requests:
- Environmental classes: 805-982-3276 or 4173 (DSN 551)
- Facilities, Seabee Readiness, and Energy classes: 805-982-2876 or 3276 (DSN 551)